



**DEVELOPMENTAL DISABILITIES PLANNING COUNCIL
Retreat Planning Ad-hoc Committee
MINUTES**

August 2, 2010
10:00 a.m. – 10:40 a.m.
Developmental Disabilities Planning Council
3839 North 3rd Street, Suite 306
Phoenix, Arizona 85012

An ad-hoc committee meeting of the Developmental Disabilities Planning Council (DDPC) was convened on August 2, 2010 at the DDPC, 3839 North 3rd Street, Suite 306, Phoenix, Arizona 850012. Notice having been duly given. Present and absent were the following members of the DDPC.

Members Present

Monica Cooper, Chair, teleconference
Rhonda Webb, teleconference

Staff/Guests Present	Members Absent
-----------------------------	-----------------------

Larry Clausen, Executive Director
Roberta Blyth, Fiscal Manager
Marcella Crane, Contracts Manager

Rosemarie Strout

A. Call to Order:

Monica Cooper welcomed everyone to the Developmental Disabilities Planning Council (DDPC or Council) Retreat Planning Ad-Hoc Committee meeting. The meeting was called to order at 10:05 a.m. It was noted that a quorum had been achieved, allowing the meeting to proceed.

B. Retreat Planning Update

- Larry Clausen gave an update on the selection of the event planning vendor. Two vendors have been personally interviewed to learn about their background, experience in working with State agencies in planning events, cost and ability to meet the specific needs of the DDPC. After consideration, Larry recommended that Meetings & Concierges Source LLC be approved as the contracted vendor.
- Motion was made by Rhonda Webb to select Meetings & Concierges Source LLC as the approved event planning vendor.
- Motion seconded by Monica Cooper.
- Motion carried.

- Larry reviewed the proposed agenda for the retreat scheduled for Friday, November 5th and Saturday, November 6th. Discussion was held pertaining to the best location for the conference to assure that the agenda could be adhered to and that maximum participation by Council members could be achieved. It was suggested that a location outside of Phoenix to possibly include Prescott or Casa Grande would be the best option to meet the needs of the Council and the requirements of the agenda.

- A motion was made by Monica Cooper that the retreat be held in a location outside of Phoenix, preferably Prescott or Casa Grande.
- The motion was seconded by Rhonda Webb
- The motion carried.

- Larry provided a review and confirmation of presenters at the retreat which will include Elizabeth Hill, Allan Bergman, Steve Gaarder and Sheryl Matney. No further action was required by the Committee on matters related to the agenda.

C. Future Topics / Next Meeting Date

Council staff will continue to develop information on location of the event and all related costs for presentation at the next schedule meeting.

The Retreat Ad-Hoc Committee will meet on Monday, August 16, 2010, 10:00 a.m. via teleconference. The DDPC office will be open to the public participants.

D. Adjournment

- Motion to adjourn made by Monica Cooper
- Motion seconded by Rhonda Webb
- Motion carried, meeting adjourned at 10:40 a.m.